

**City of Salina
Grease Trap and Interceptor
Management Guidelines**

Best Management Practices

- Train staff to implement all guidelines
- Post "NO GREASE" signs above all sinks and drains
- Post "Wipe Out Grease" signs as a reminder to dry wipe all pots, pans and dishware prior to washing
- Post "Throw Scraps in Trash" signs as a reminder to dispose of all food waste in the trash
- Use strainers over sink drains to catch food waste from prewashing with cold water
- Recycle waste cooking oil
- Contain any oil or grease spill with cat litter, oil dry or wood shavings, then discard in trash
- Use a hot water setting of no more than 110° Fahrenheit
- Do Not add Bacteria or Enzymes to grease devices
- Cover outdoor grease and oil storage containers
- Locate grease dumpsters away from storm drains
- Keep a Maintenance Log
- Maintain all maintenance records on site for three (3) years

20 - 50 Gallon Grease Traps

- Cleaned once each day
- Dispose of grease and solids in waste grease dumpster
- Record maintenance activity on log sheet
- Inspected condition of trap once a month
- Mail or fax log sheet to Pretreatment Coordinator in March, June, September and December

50 - 100 Gallon Grease Traps

- Cleaned once each week
- Dispose of grease and solids in waste grease dumpster
- Increase frequency of cleaning cycle when more than 50% full at weekly cleaning
- Record maintenance activity on log sheet
- Inspected condition of trap once a month
- Mail or fax log sheet to Pretreatment Coordinator in March, June, September and December

500 - 2000 Gallon Grease Interceptors

- Cleaned at least once every 3 months by a licensed contractor
- Increase frequency of cleaning cycle when the solids plus the grease layer depth exceeds 25 % Rule
- Record maintenance activity on log sheet
- Inspected condition of interceptor once a month
- Mail or fax a copy of Pumping Manifest within ten (10) calendar days to Pretreatment Coordinator after each cleaning.

25% Rule

- When the depth, in inches, of the solids layer on the bottom combined with the grease layer on the top of the GI is equal to or greater than one-fourth (1/4) of the depth of the GI at the outflow pipe, pumping should be done immediately.

Submit all Logs and Manifests

Pretreatment Coordinator
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596 North Marymount Road
Salina, KS 67401

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